



# Town of Berwyn Heights

5700 Berwyn Road  
Berwyn Heights, MD 20740  
Code Tel. (301) 513-9331  
Town Tel. (301) 474-5000  
Fax (301) 474-5002

## APPLICATION FOR A RENTAL HOUSING LICENSE

**Application is due to the Code Compliance Office at least twenty (20) business days prior to the effective date of any lease**

Code Compliance Office  
5700 Berwyn Road  
Berwyn Heights, Maryland 20740  
301-474-9331  
Code@BerwynHeightsMD.gov

\_\_\_\_\_  
Owner(s) Name (not Agent/Property Operator)

\_\_\_\_\_  
Owner(s) Physical Address (if different from  
Rental Property address – No P.O. Boxes)

\_\_\_\_\_  
Owner(s) Phone Number:

\_\_\_\_\_  
Owner(s) E-mail

*If the property owner does not reside within fifty (50) miles of the rental unit, an agent is required. The agent may be the property operator if the property operator resides within fifty (50) miles of the rental unit.*

\_\_\_\_\_  
Agent/Property Operator

\_\_\_\_\_  
Agent/Property Operator Phone Number

\_\_\_\_\_  
Agent/Property Operator Contact Name:

\_\_\_\_\_  
Agent/Property Operator Cell Number

\_\_\_\_\_  
Address City, State, ZIP

\_\_\_\_\_  
Agent/Property Operator E-mail

\_\_\_\_\_  
Number of Floors/Number of Bedrooms

\_\_\_\_\_  
Number of Unrelated Tenants

All rental units are subject to inspection to determine compliance with the Town of Berwyn Heights' Ordinances and as a condition of the rental license pursuant to Ordinance 120. The applicant acknowledges and agrees that by conducting inspections of rental units, the Town does not assume any responsibility to individual property owners or tenants to ensure or warrant the suitability or fitness of a rental unit for habitation or its compliance with any particular housing standards or regulations, nor does the Town assume any liability for any failure of the rental unit to meet such standards or regulations. The Town will provide at least ten (10) business days' notice prior to any scheduled interior inspection, unless the inspection is necessary to resolve an emergency. Failure to allow entry for such inspections or to prohibit any tenant to allow entry for such inspections shall constitute sufficient reason for the denial or revocation of a rental license.

All property owners are responsible for compliance with all applicable Town Ordinances and any expenses the Town may incur as a result of violations of any Town ordinance. Any unpaid fines or fees the property owner incurs, or fines or fees associated with the property owner's failure to assume responsibility for any violations will be collected in the same manner as delinquent Town taxes.

I acknowledge the provisions in the Property Owner/Tenant Responsibilities Form, and I have made this Form available to the tenants.

\_\_\_\_\_  
Property Owner/Agent/Property Operator Signature:

\_\_\_\_\_  
Date:

Please sign and send payment of \$300 application fee by check or money order to the Code Compliance Office  
Credit card payments are accepted when payment is made in person at the Code Compliance Office Monday-Friday 8:30  
a.m.-5:00 p.m. Credit card payments are subject to applicable service fees posted at the time of payment.